



FY 2012 Pre-Site Document List

Grantees are required to upload the following documents to the Head Start Enterprise System (HSES) by May 20, 2012.

Review Planning Documents

Chart of Centers/Classrooms/Classes/Class Schedules

Please provide current information, as applicable, on class schedules, childcare partnership schedules, and socializations for home-based programs. Please indicate the primary language spoken in each class. If you have double sessions, please be sure to indicate which classrooms have double sessions, and the times and languages spoken in each session. This information will help Danya and the Review Team Leader plan appropriately for the number and type of Reviewers required, and how best to schedule the Team once on-site. (Grantee and Delegate documents if applicable)

Grantee Contact Information Form (electronic form will be sent via email by Danya)

This document allows the Review Team to communicate with individuals familiar with the various components of the Head Start/Early Head Start (HS/EHS) program under review. To ensure that the onsite Review and its resultant Head Start Review report provide a fair and accurate representation of each program, the Office of Head Start (the OHS) is providing each Grantee an opportunity to identify individuals it determines can best address each Protocol Section (or content area).

Systems Reviewer Documents

Ongoing Monitoring Plan

Ongoing monitoring is a necessary process to ensure delivery of services that meet the goals and objectives of each HS/EHS program. Program monitoring plans describe how monitoring will take place (observations, meetings, supervision, document review, interviews, standardized assessments, monthly reports, etc.); what will be reviewed (child health records, classroom environments, Human Resource documents, enrollment, financial reports and documentation, etc.); frequency of review of services (weekly, monthly, quarterly, bi-yearly, etc.); personnel responsible for monitoring specific content areas; and documentation of all monitoring activities. (Grantee and Delegate documents if applicable)

Organizational Chart

This document details the personnel structure within an HS/EHS program and should include every employee whose salary comes from Federal funding—even if the Federal portion is a small percentage of the employee's salary. It is useful for the Review Team to be able to reference an organizational chart to gain an understanding of the relationships among the Policy Council, governing body, the agency's executive staff, and any consultants working with HS/EHS program personnel. The organizational chart should include names, titles, and the direct reporting relationship. (Grantee and Delegate documents if applicable)